

**CONFIDENTIAL**

**Ruby’s Fund Sensory Centre**

**Job Application Form**

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Please note we do not accept CV’s so ensure that all sections of the form are completed.

Please complete all sections of the form using black ink or type.

The first and last page of this application from (which contains your personal details and the equal opportunities information) will be separated to ensure that your application is dealt with objectively.

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| **Title of Job Applied for:** |

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| **Personal Details** | | | |
| **Mr/Mrs/Miss/Ms:** | **First Name:** | | **Known as:** |
| **Surname:** | | **NI Number:** | |
| **Previous Surname(s):** | | | |
| **Address:**  **Postcode:** | | | |

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| Telephone Numbers | |
| **Home:** | **Work:** |
| **Mobile:** | **E-mail Address:** |
| **May we contact you at work? Yes No**  **How can we contact you? Telephone Email Mobile** | |

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| **Where did you first see the advertisement for this job?** |
| **References**  Please provide two referees. One of these must be your present or most recent employer, or for students your personal tutor or headteacher. The second, preferably, be a previous employer or someone who can comment on your suitability for this job. |

**Please let your referees know that you have quoted them as a reference, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be short listed.**

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| **Present/Most recent employer**  **Organisation:**  **Name:**  **Role in Organisation:**  **Address:**  **Postcode:**  **Telephone No:**  **E-mail:**  **In what capacity does the referee know you?** |
| **Present/Most recent employer**  **Organisation:**  **Name:**  **Role in Organisation:**  **Address:**  **Postcode:**  **Telephone No:**  **E-mail:**  **In what capacity does the referee know you?** |

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| **Title of Job Applied for:** |

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| **Current/most recent appointment** |

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| Title of current job: Start date:  Current Employer: Current Salary £:  Employer Address: Notice required: |

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| **Main responsibilities** |

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| **Job related training** |

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| **Brief description and dates of any training courses attended, excluding further education.** |

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| **Employment History** |

**Most recent first**

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| --- | --- | --- |
| **Name of Employer, type of business and job title** | **Dates** | **Duties and reasons for leaving** |

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| **Education and Training** |

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| **Please give details of schools and colleges attended, including part time education and other courses** | | | |
| **Secondary Education (Name**  **and town of school** | **Dates from/to** | **Qualifications gained or for which studying** | **Grades attained** |
| **Education and training after school (name and town of college/university)** | **Dates from/to** | **Qualifications gained or for which studying** | **Grades attained** |

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| **Do you have a valid driving licence? Yes No**  **If yes, please state type of licence**  **Do you have access to a vehicle for business purposes? Yes No** |

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| **Activities and interests away from work which may be relevant to the job applied for.** |

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| **Supporting information** |

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| **Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person qualification.** |

**If you require more space attach up to 1 additional A4 sheet only. If emailed please ensure your name is clearly marked. Please note we will not score more than 2 side of A4.**

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| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.  **Signed Date** |

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| **Privacy Notice**  Information on this form will be processes in accordance with the Data Protection Act 1998 and the GDPR. In signing it you agree to this date being held and processed and if appointed to the job you also agree to further personal information, including sensitive date (e.g. bank details, medical information, etc) being held and processed by Ruby’s Fund. |

**Diversity**

We are committed to equality of opportunity for everyone.

To assess whether our policy is effective, we need to monitor it and to do this we need the information requested below. This will also enable us to comply with our obligations under current legislation. The information will not be seen b anyone involved in the interview and selection process and will be held separately from your main form.

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| **The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**  **Gender:** Male Female  **Marital Status**: Married Civil Partnership Single  **Age:** 16-25 26-34 35-44 45-54 Over 54  **Please indicate your ethnic origin:**  **White: Black or Black British: Asian:**  White British Caribbean Indian  White Irish African Pakistani  White European Other Black Bangladeshi  Other Other Asian  **Mixed: Other:**  White and Black Caribbean Chinese  White and Black African Gypsy/Traveller  White and Asian Other  Other Mixed  **Do you consider yourself to have a disability?** Yes No |

**Please return this application form in an envelope marked Confidential to: Alison Parr, Operational Lead, Ruby’s Fund, Meridian House, Roe St, Congleton, CW12 1PG or by email:** [**Alison@rubysfund.co.uk**](mailto:Alison@rubysfund.co.uk)

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